

Security Information

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18 AUG 1953

MEMORANDUM FOR: Special Assistant to the  
Deputy Director (Administration)

25X1A

ATTENTION :

SUBJECT : Proposed Regulation -  Personnel Evaluation 25X1A

1. Comments received in the coordination of subject regulation have been incorporated in the attached draft or resolved with the offices concerned.

2. Verbal agreements were reached with the following officials with reference to the specific actions that have been taken on the comments of their respective offices:

25X1A

 - Office of Comptroller

- Deputy Director (Plans)

- Deputy Director (Intelligence)

- Office of General Services

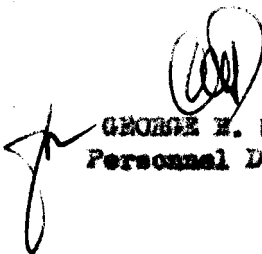
- Office of Communications

- Office of Training

- Logistics Office

3. Paragraph 2 of the Regulation, Statement of Policy, has been revised to elaborate further on Agency policy as it pertains to the evaluation of personnel.

4. Paragraph 5c(1), Reassignment or Departure of Supervisor, has been revised to provide for the completion by the supervisor, at the time of his reassignment or departure, of a Personnel Evaluation Report on each individual unless he has done so within ninety days; or, unless he submits a memorandum to the Personnel Office certifying, in each case, that an individual's last Personnel Evaluation Report requires no change or modification and represents an adequate current evaluation.

  
 GEORGE E. MULLOON  
 Personnel Director

Attachment

 ku(5 August 1953)

Distribution:

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